



## **FY 2022 Survivors of Homicide Grant Notice of Funding Availability (NOFA)**

**Online Submission Deadline: May 7, 2021 by 3 p.m.**

**Funded by:  
State of Maryland**

Governor's Office of Crime Prevention, Youth, and Victim Services  
100 Community Place  
Crownsville, Maryland 21032-2022  
(410) 697-9338  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor  
V. Glenn Fueston, Jr., Executive Director

### **ELIGIBILITY**

The Survivors of Homicide Grant is an annual grant intended to provide services to survivors of homicide victims in the State of Maryland.

Funding through this application is available to public or private non-profit organizations.

### **IMPORTANT LINKS**

[Application Instructions: http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf](http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf)

[Grants Management System \(GMS\):  
http://goccp.maryland.gov/grants/](http://goccp.maryland.gov/grants/)

***GMS submission is required; Hard copy applications are not accepted.***

## Purpose

Thank you for applying for the **Survivors of Homicide Grant Program (SOHG)** from the **Governor's Office of Crime Prevention, Youth, and Victim Services**. The primary purpose of SOHG is to establish and expand programs to address the specific needs of survivors of homicide victims. These efforts support the Office's objective of improving victim services for Maryland residents by identifying and establishing resources to assist victims in achieving self sufficiency, improving victim safety, and ensuring victims and the community are aware of their rights and resources.

If you need application assistance, please contact:

David Blum, Survivors of Homicide Program Manager  
[David.Blum@Maryland.gov](mailto:David.Blum@Maryland.gov)

Justice Schisler, Chief of Programs  
[Justice.Schisler@maryland.gov](mailto:Justice.Schisler@maryland.gov)

If you need assistance with program criteria or have questions on program design, please contact:

Heather Amador, Program and Policy Administrator of Victim Services  
[Heather.Amador@Maryland.gov](mailto:Heather.Amador@Maryland.gov)

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question [customer experience survey](#).

## Governor's Office of Crime Prevention, Youth, and Victim Services Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

# Table of Contents

<b>ELIGIBILITY CRITERIA</b>	<b>4</b>
<b>PROGRAM DESCRIPTION</b>	<b>4</b>
<b>PROGRAM REQUIREMENTS</b>	<b>5</b>
<b>APPLICATION PROCESS</b>	<b>5</b>
<b>TRAINING/TECHNICAL ASSISTANCE (TA)</b>	<b>6</b>
<b>IMPORTANT DATES</b>	<b>6</b>
<b>APPLICATION EVALUATION</b>	<b>7</b>
<b>FUNDING SPECIFICATIONS</b>	<b>7</b>
<b>DISTRIBUTION OF FUNDS &amp; REPORTING REQUIREMENTS</b>	<b>8</b>
<b>APPLICATION CHECKLIST</b>	<b>10</b>

## **I. ELIGIBILITY CRITERIA**

### **A. General**

Public or private non-profit organizations including faith-based and community organizations are eligible to submit one application for SOHG funding.

### **B. Non-profit – 501(c)(3)**

An organization must provide proof of this status by submitting a copy of its status letter from the IRS with the application. The requirements for obtaining 501(c)(3) status can be found on the Internal Revenue Service website ([www.irs.gov](http://www.irs.gov)); search for Publication 557, “Tax-Exempt Status for Your Organization.” If the IRS letter is not available, a letter from your organization’s authorized official listing officers, bylaws, and/or articles is permissible until such time that a copy can be obtained from the IRS.

### **C. Faith-Based Organizations**

Faith-based organizations applying for grant funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, grant funding may not be used to fund any inherently religious activity, such as prayer or worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant—i.e., such religious activities must be separate (in time and place) from the grant funded activity. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

## **II. PROGRAM DESCRIPTION**

### **A. Requiring Agency**

Governor’s Office of Crime Prevention, Youth, and Victim Services (Office)

### **B. Opportunity Title**

Survivors of Homicide Grant (SOHG)

### **C. Funding**

The Office anticipates \$500,000 in available funding for this program and plans to make 4-6 awards ranging from \$50,000 to \$125,000 for FY 2022. Please note that applications that do not meet the minimum range noted above or those that exceed the maximum award allocation noted above are subject to removal from consideration during the initial technical review.

### **D. Submission Date**

May 7, 2021 by 3 PM

### **E. Anticipated Period of Performance**

July 1, 2021 to June 30, 2022

### **F. Funding Opportunity Description**

In 2014, *House Bill 355 - Programs for Survivors of Homicide Victims* established a grant program within the Governor’s Office of Crime Prevention, Youth, and Victim Services with the primary purpose of establishing and expanding programs to address the specific needs of survivors of homicide victims.

The SOHG seeks to:

- Establish and expand services to survivors of homicide victims across the state;

- Provide or facilitate referrals to appropriate counseling, legal, mental health, and advocacy services for survivors of homicide victims, including specialized support services to adult and minor survivors of homicide victims; and
- Provide a toll-free telephone number and assistance to exercise the rights to which the survivors are entitled by law.

**All funding is contingent upon the final approval of the Governor's Office of Crime Prevention, Youth, and Victim Services' budget during Maryland's 2021 Legislative Session of the General Assembly.**

### **III. PROGRAM REQUIREMENTS**

Grantees will be required to track and measure program outputs and outcomes that directly support Governor's Office of Crime Prevention, Youth, and Victim Services' objective of improving victim services for Maryland residents by identifying and establishing resources to assist victims in achieving self sufficiency, improving victim safety, and ensuring victims and the community are aware of their rights and resources. Data for this could be collected by the following means:

- Short surveys asking about the victim's experience relating to these measures (Awareness of Services and Resources)
- Number of victims given brochures, program attempts to conduct outreach or prevention services, etc. (Awareness of Services and Resources, Self-Sufficiency)
- Number of sessions conducted with victim/family/other providers or stakeholders i.e. counseling, intake, impromptu, court accompanying etc. (Safety/Self-Sufficiency and Awareness of Services and Resources)

All grants awarded under this funding opportunity will be required to report on the following mandatory performance measures:

- Number of victims served by the program.
- Number of victim responses to your Performance Measure assessment tool.
- Number of victims who felt safer as a result of this program.
- Number of victims who felt more self sufficient as a result of this program.
- Number of victims who felt more informed of the services available as a result of this program.
- Number of victims who felt more informed of their rights as a result of this program.

### **IV. APPLICATION PROCESS**

Applicants are required to apply for grant funding through the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application process, which may be accessed through the web URL [www.goccp.maryland.gov](http://www.goccp.maryland.gov) and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

**In order to use the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application, you must have a User ID.**

If you have *not* previously applied through the web, go to the following web URL to obtain instructions and the information required to obtain a User ID and password:

<http://goccp.maryland.gov/grants/requesting-access/>

The last day to request a User ID is April 27, 2021. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the Governor's Office of Crime Prevention, Youth, and Victim Services, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program specific information required in the online application, please contact David Blum at [David.Blum@Maryland.gov](mailto:David.Blum@Maryland.gov).

**The online application must be submitted no later than 3:00 PM on May 7, 2021.**

## V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Governor's Office of Crime Prevention, Youth, and Victim Services' established guidelines and procedures, training is provided through [training videos posted on the Office website](http://goccp.maryland.gov/grants/gms-help-videos/). These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the [training videos](#) prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, [instructions](#) for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these [instructions](#) prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

Applicants are encouraged to utilize other available opportunities for technical assistance (TA) from national providers to complement program initiation or facilitate the adoption of risk/vulnerability/threat assessment tools used to address survivors of homicide.

The Governor's Office of Crime Prevention, Youth and Victim Services will conduct a technical assistance conference call to provide further application assistance and to answer questions. The SOHG technical assistance call will be held from 11:00 - 12:00 PM on April 21, 2021.

**New this year, a technical assistance call will be held from 11:00 AM - 12:00 PM on April 21, 2021.**  
**Call in number: +1 617-675-4444**  
**PIN: 192 491 536 8322#**

## VI. IMPORTANT DATES

Application Technical Assistance Call	April 21, 2021
Deadline to Request a User ID	April 27, 2021
Deadline to Submit an Online Application	May 7, 2021
Letters of Intent/Denial Letters Emailed	May 2021
Award Packets Emailed	June 2021
Sub-award Start Date	July 1, 2021
Sub-award End Date	June 30, 2022

## **VII. APPLICATION EVALUATION**

The Governor's Office of Crime Prevention, Youth, and Victim Services will assess the merits of the proposed program in each of the following areas (See NOFA [Application Instructions](#)) and score each application accordingly:

- Problem statement/needs justification (15 points total)
- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

SOHG is a competitive application process. The Governor's Office of Crime Prevention, Youth, and Victim Services may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, The Governor's Office of Crime Prevention, Youth, and Victim Services staff will also review the following for each application:

- Crime rate
- Geographic distribution
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- Audit findings and risk assessments
- Performance history with previous awards

## **VIII. FUNDING SPECIFICATIONS**

### **A. Funding Cycle**

Commencement of awards funded under SOHG for FY 2022 will begin July 1, 2021 and end on June 30, 2022. Funds are paid on a reimbursable basis.

### **B. Allowable Costs for Direct Services**

The following is a listing of services, activities, and costs that are eligible for support with SOHG funds within a sub-recipient's organization:

- Personnel
- Toll-free phone line for referrals and assistance
- Mental health services and referrals
- Grief support programs for individuals and groups
- Civil and criminal legal services
- Counseling
- Tele-counseling
- Law enforcement services including victim support for cold cases, training for death notification, and cultural differences
- Victim support for cases without a defendant
- Support for partners and other survivors of homicide not covered by the Criminal Injuries Compensation Board services
- Outreach projects
- Equipment
- Contracts for professional services

- Operating expenses
- Transportation

#### **C. Unallowable Costs**

The following services, activities, and costs cannot be supported with SOHG funds at the sub-recipient level:

- Lobbying and administrative advocacy
- Perpetrator rehabilitation and counseling
- Audit costs
- Property insurance
- Food/beverage for meetings, conferences, training, or other events
- Fundraising

**The list above is not exhaustive. The Governor's Office of Crime Prevention, Youth, and Victim Services reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.**

#### **D. Consultant Rates**

The threshold for consultant rates is \$650 per day. Rates above this threshold will be considered on a case by case basis, with sufficient budget justification.

### **IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

The Governor's Office of Crime Prevention, Youth, and Victim Services will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

#### **A. Electronic Funds Transfer (EFT)**

The Governor's Office of Crime Prevention, Youth and Victim Services encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

<https://marylandtaxes.gov/divisions/gad/eft-program.php>. See Form GADX-10 and the GAD 710 Form to instruct first time vendors to update vendor information with the General Accounting Division(GAD)/Comptroller of Maryland and to instruct existing vendors how to update changes in banking information.

#### **B. Match**

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.



### **C. Supplanting, Transparency, and Accountability**

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

## X. APPLICATION CHECKLIST

### What an Application Should Include:

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
  - ☐ Problem Statement/Needs Justification
  - ☐ Program Goals
  - ☐ Program Strategy
  - ☐ Program Measurement
  - ☐ Timeline
  - ☐ Spending Plan
  - ☐ Management Capabilities
  - ☐ Sustainability
- ☐ Unique Entity Identifier (UEI, Currently DUNS number) and SAM Registration
- ☐ Letters of Support/Commitment (if required)
- ☐ Budget and Budget Justification
  - ☐ Personnel
  - ☐ Operating Expenses
  - ☐ Travel
  - ☐ Contractual Services
  - ☐ Equipment
  - ☐ Other
- ☐ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)

\*Please note, the [Subrecipient Organizational Capacity Questionnaire](#) is no longer due at the time of application. If awarded, this completed questionnaire will be required post-award.

\*More information on each item above can be found in the [NOFA Application Instructions](#).

### Additional Applicant Resources:

- **Census Data for MD:** <https://data.census.gov/cedsci/profile?q=Maryland&g=0400000US24&table=DP05&tid=ACSDP1Y2018.DP05>
- **Code for Federal Regulation Title 2 CFR:** [https://ecfr.io/Title-02/cfr200\\_main](https://ecfr.io/Title-02/cfr200_main)
- **Maryland Code:** <https://mdcourts.gov/lawlib/research/gateway-to-md-law/code-rules-laws-sources>
- **Department of Justice (DOJ) Financial Guide:** <https://www.ojp.gov/financialguidedoj/overview>
- **FBI Crime Data Explorer:** <https://crime-data-explorer.fr.cloud.gov/explorer/state/maryland/crime>
- **211 Maryland** - a statewide resource available by phone and internet 24/7 to connect residents to health and human resources: <https://211md.org/>